Phoenix Program
Process Definition-General Ledger

Process	Non-Reversing Adjusting Journal Entry
Process Number	GL – 099

Description of Process

Enter a non-reversing adjusting journal entry to record year-end adjustments. PeopleSoft General Ledger posts your adjusting journal entries to Period 998 (reserved for year-end adjustments) in the Adjustments Year specified for the ledger. You can also use this feature to post prior-year adjustments while you process current-year activity. Period 998 contains adjusting entries you have entered. You indicate an adjusting entry when you enter journals by checking the adjustment check box on the Journal Entry Header panel.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft

Output to Process

Non-reversing Adjusting Journal is ready to Edit, Budget Check and Post in overnight processing.

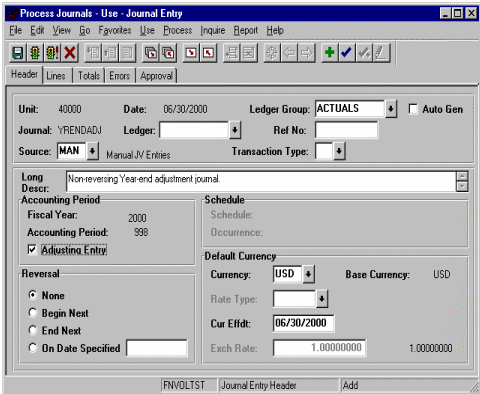## Service Level Agreement Required? (If yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry - Base Currency

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. **The date will default to today's date, but should be overwritten with 06/30/2002 for FY 2002.**	Agency
Step 2: Complete information on Header Panel Select the appropriate source from the Source Field drop down box: MAN = Manual JV Entries When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group.	Agency
Step 3: Enter a Long Description in the field provided	Agency
Step 4: Select Adjustment Period Information In the Accounting Period group box, indicate that your journal entry is an adjusting entry by turning on the Adjusting Entry check box. This will automatically populate the Accounting Period with a value of 998. The Adjustments Year identified on the Ledgers for a Unit panel will appear in the Fiscal year field. 	Agency
Step 5: Enter ChartField Information On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal.	Agency

All fields are required.	
Step 6: Verify Totals Even though you have not entered Control Totals for this journal, you should go to the Totals Panel and verify that you are in balance. All journals must balance debits and credits by Business Unit, Fund and Program, or the journals will not pass the Edit Process.	Agency
Step 7: Correct any identified errors	Agency
Step 8: Save the journal The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms used with Process (#)

Process Flow Diagram (if applicable):

```
                                                    ──────── No ────────────────────────┐
  ┌──────────────────────┐      ┌──────────────┐      ┌──────────────┐                   │
  │ Users prepare entries│      │   Journal    │      │              │                   │
  │ using either         │─────▶│   voucher    │─────▶│  Voucher is  │                   │
  │ handwritten form or  │      │  number is   │      │  Approved    │                   │
  │ spreadsheet JV       │      │  assigned    │      │              │                   │
  └──────────────────────┘      └──────────────┘      └──────────────┘                   │
                                         │  ──── Yes ────                                 │
                                         ▼                                                │
  ┌──────────────────────┐      ┌──────────────┐      ┌──────────────────┐               │
  │  Adjustment JV       │      │ Pre-assigned │      │ System edits JE  │               │
  │  entered into        │─────▶│ Journal ID   │─────▶│ (online          │               │
  │  PeopleSoft GL       │      │ entered by   │      │ validation of    │               │
  │                      │      │ user for     │      │ fields & values) │               │
  │                      │      │ manual entries.│    │ during nightly   │               │
  └──────────────────────┘      └──────────────┘      │ batch process    │               │
           ▲                           No             └──────────────────┘               │
           No                      -correct-                                             │
        -correct-                    entry-                                              │
          entry-                                                                         │
  ┌──────────────┐   Yes  ┌──────────────┐  Yes  ┌──────────────┐                        │
  │ Funds        │◀───────│ System checks│◀──────│  Valid JE?   │◀───────────────────────┘
  │ available?   │        │ Budget (BCM) │       │  Status = V  │
  │ Status = V   │        │ during nightly│      └──────────────┘
  └──────────────┘        │ batch process │
           │              └──────────────┘
          Yes
           ▼
  ┌──────────────┐      ┌──────────────┐      ┌──────────────┐
  │ Valid JV's   │      │              │      │   Verify     │
  │ posted to    │─────▶│  Financial   │─────▶│   Journal    │
  │ LEDGER by    │      │  Reporting   │      │   against    │
  │ Business Unit│      │              │      │   Report     │
  │ during nightly│     └──────────────┘      └──────────────┘
  │ batch process│
  └──────────────┘
           │
  ┌──────────────┐
  │ JV filed by  │
  │ Business Unit,│───────────────▶ ( End Process )
  │ Journal ID & │
  │ Journal Date │
  └──────────────┘
```